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**From:** Nassif, Julianne (DPH)  
**Sent:** Thursday, January 17, 2008 4:10 PM  
**To:** Khan, Annie (DPH)  
**Subject:** RE: QI Project List

Hi Annie,  
Stop by. Kristen has some info on ordering new weights (apparently cheaper than re-certification).  
Julie

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**From:** Khan, Annie (DPH)  
**Sent:** Thursday, January 17, 2008 2:08 PM  
**To:** Nassif, Julianne (DPH)  
**Subject:** QI Project List

Hi Julie,

These are some project ideas we will be focusing on in the upcoming year. Chuck would like to work on the following: #2: organizing data, #3: keeping cases together and #6: list of drugs and their class. But I was not sure how or if I need to fill out a QI Study Outline because there are not studies.

Also, we asked Chuck about the balance weights and they have not been re-certified/re-calibrated since 2002. I have copies of some of the certificates.

-Annie

#### Quality Improvement Wish List

1. Returning Samples to the Safe. Ensuring that the samples are transferred to the custodial evidence officer properly. (in working progress)
2. Organization of Data. Ensuring that data are stored correctly and are easily retrieved by a supervisor. (need to order boxes and storage issue)
3. Keeping Cases Together. Instead of separating and having several chemists test the case, keeping them together we can probably avoid testing all the samples. (will be starting in February)
4. Implementing the Documentation of Corrected Certificates. (need to enforce)
5. Continue Writing SOPs for Routine & Specialties Samples, Instruments and Evidence Office. (working on flow charts)
6. Compose a List of Drugs and their Class. Take all the standards/control and create a list with its class. (working on list)
7. Monthly Report on the Web. (see Chuck)